TO: *Registry*

ROOM NO.	BUILDING

REMARKS:

TOM -
FILE

5 - l - Reg - CR

FROM:

ROOM NO.	BUILDING	EXTENSION

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Preparation of Correspondence for the DCI and DDCI

STAT FROM: Executive Officer | EXTENSION | NO.
STAT | | DATE 19 June 1987

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/PS				For distribution as necessary within your components.
2. DD/PTS				Hold for C/AS
3. AC/AS			D	
4. AC/PPS				
5. C/SES				
6. C/CMS				
7. C/IG				
8. C/CI&SG				
9. C/CG				
10. C/TSG				
11. C/ISG				
12. C/PASG				
13. C/EAG				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79

Administrative - Internal Use Only

16 July 1987

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Administration ✓
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council

STAT

FROM:

Director, DCI/DDCI Executive Staff

SUBJECT: Decision Packages for the DCI and DDCI

In all formal decision papers/packages coming to the DCI and DDCI for signature, all components involved in the preparation and coordination process should be identified along with their position regarding the issue at hand. There are two general ways this can be done:

-- the format now being used for Findings and MONs, i.e., a signature line for each component participating in the approval and review process;

-- use of the pink Routing and Record Sheet, to list each component participating in the preparation and coordination process as an intermediate addressee. In addition to initialing, each intermediate addressee should indicate approval or dissent in the Comments column.

STAT

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